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Approved For Release 2000/08/29 : CIA-RDP80-00773A000100020022-6

6 August 1976

MEMORANDUM FOR: Acting Deputy Director for Administration
FROM : [REDACTED]
Acting Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 6 August 1976

1. Summer-Only Program: The Director gave an interesting and informative briefing to the Summer-Only's on 3 August. (Previously reported at 8:30 Meeting.)

2. Logistics Recruiting:

a. We have received another Packing and Crating Specialist application from Recruiter [REDACTED]. This applicant holds his degree from Michigan State in packaging and has won two packaging awards in national competition. He is 26 years of age and currently with the Ford Motor Company. This is one of the more promising candidates we have seen to date. (Previously reported at 8:30 Meeting.)

b. Several recruiters assigned to the Washington Recruiting Office took part in a tour of Logistics facilities. The Executive Dining Room, the Mail and Courier Branch, and the [REDACTED] Depot were visited and a first-hand look at their operations was gained to permit our recruiters to be more knowledgeable and continually conscious of Logistics' recruiting needs.

3. Summer Interns: The Summer Interns were briefed by OPR and [REDACTED] on 28 July. The briefings generated a lot of questions. This year's class appears to be more interested in careers with the Agency than previous classes.

4. Employee Attitude Survey: Out of 3500 attitude surveys, 2120 have been returned to Plans Staff/OP and PSS/OMS for processing. It now appears that the total return will be about 2500.

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5. Special Option for Certain CIARDS Participants:

Memos sent	1,260
Memos returned	1,082
Elected to remain in CIARDS	1,074
Elected Civil Service	8

6. Professional/Technical Recruitment: Professional Staffing Branch/OP reports that for the week ending 30 July, they reviewed 62 new files and resumes (12 minority), rejected 48 (4 minority), and put into process 21 (2 minority). A total of 340 files in all stages was reviewed.

For the month of July 1976, PSB reviewed 283 new files and resumes (28 minority), rejected 233 (6 minority), and put into process 71 (8 minority). A total of 1,092 files in all stages was reviewed.

As of 31 July there was a total of 346 professional/technical applicants in process, including 24 Blacks and 18 Hispanic-Americans. Of the 346 in process, 110 have full clearances, with 57 of them having firm EOD dates (50 during the Transition Quarter). We have six Blacks with full clearances -- five with EOD dates during the TQ, and four Hispanic-Americans with full clearances -- two with EOD dates during the TQ.

7. Clerical Recruitment: During the month of July, Clerical Staffing Branch/OP received 135 applications, rejected six, and initiated processing on 85. There were 63 cancellations (the same as one year ago), 37 of which were initiated by the applicant. There were 65 EOD's (including 20 Upward Mobility employees). There were 487 in process at the end of the month.

Chief, Clerical Staffing Branch reports that the Upward Mobility Class has finished its training at the Civil Service Commission. As of this date, 15 of the 20 have been placed. Three of them have passed the Agency typing test.

9. Rehired Annuitant Termination: The following rehired annuitant case was terminated:

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████████████████████ -- Independent Contractor --
Office of Logistics -- terminated 2 August 1976.

10. EAA Store: Due to the moving of the EAA Store, it was open for business only 12 days during the month of July. In spite of this, July sales totalled \$26,281,

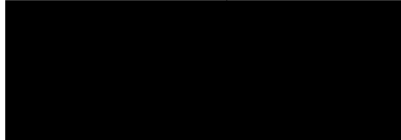
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some \$800 more than sales for the entire month of July 1975. Approximately \$8,000 of July's sales was attributable to smoke detectors; however, discounting this, the average sales per day in July 1976 is well in excess of July 1975. To date we have sold 230 smoke detectors.



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